# 20 Desember 2021

*Attention to:*

*HRD Departemen*

*Subject: Application Letter*

Dear Sir/Madam,*Understand that a vacancy may exist in the near future as Field operation area a serious applicant for this position.*

*My name is Anggereni (Anggie), I am 39 years old. I am a dynamic and ambitious individual with good communication skills and pleasant personality, have a high sense of accomplishment with attention to details to ensure performance is recognized.*

*I have just graduated from faculty of law at University of Kristen Indonesia, with GPA 3.01 in December 2004. In order to enhance my skills I am taking Advance English. Beside that I am quite computer literate as well as the Internet and Office application*

*During last two years, I have been working for some companies as SITAC Coordinator at PT.Huawei Tech. And now, I am still looking for challenging position to drive my future career.*

*I would like to feel that there is an opportunity to use my education, skills and experiences in your company and I look forward to attending any perspective interviews. Please find enclosed my CV and other supporting documents for your reference, should it fitted to your desired needs.*

*Yours sincerelyAnggereni/Anggie*

**My Contact# +621-4202641 (home)**

**0895619391988**

##### CURRICULUM VITAE

### *Personal Data*

|  |  |  |  |
| --- | --- | --- | --- |
| Full name (*nick name*) | : | Anggereni (*Anggie*) |  |
| Sex | : | Female |
| Place, Date of Birth | : | Jakarta, June 1st |
| Marital Status | : | Married |
| Religion | : | Christian |
| Height/Weight | : | 165 cm/45 kg |
| Home and mailing address | : | Jl.Rasela I no 2 |
| Home phone number | : | +6221-4202641 |
| Mobile phone number | : | 0895619391988 |
| E-mail address | : | [rensia\_81@yahoo.com](mailto:rensia_81@yahoo.com) |
| Lingual | : | Indonesian, English |

###### *Supporting Hobbies*

|  |
| --- |
| Singing, swimming |

## *Job Experiences*

* 2005 Des – 2008 **PT.Qdc Technologies (Telecomunicatincontractor)**

**Position:** *SITAC*-Site Aquicition

**Job Descriptions :**

* Make and send proposal to site / building management
* Negotiate site rental terms and payment with site / building management (on the behalf of our company customer)
* Do Initial survey to the site / building
* Collect site / building related documentation (including legal documentation) from site / building management
* Handling **Legal Agreement (drafting, contract, review)**
* Act as a mediator between our company’s customer and site / building management
* Prepare and Update Site progress
* Search the other building/site if that site rejected by Building Management
* 2008 Des – 2010, **PT. Consistel Indonesia (an IT Service Provider), Jakarta, Indonesia.**

**Position:** SITAC (Site Acquisition)

**Job Descriptions :**

* Make and send proposal to site / building management
* Negotiate site rental terms and payment with site / building management (on the behalf of our company customer)
* Do Initial survey to the site / building
* Collect site / building related documentation (including legal documentation) from site / building management
* Handling **Legal Agreement (drafting, contract, review)**
* Act as a mediator between our company’s customer and site / building management
* Prepare and Update Site progress
* Search the other building/site if that site rejected by Building Management
* Feb 2011 - 2014- PT.BMG ( Bach Multi Global )

**Position : SITAC Coordinator** ( For Project Huawei,Protelindo), Jakarta, Indonesia.

**Job Description :**

* Monitoring the progress report day to day from team
* approaches to solve the problems that occur on the site
* managing work to tight time schedule according to the target given by the client
* count the expenditure in accordance with the needs of the site
* coordination and communication with the team if a problem occurs
* Mar 2014 – Feb 2016 – **PT.Balitower,Tbk**

**Position : SITAC Coordinator (For MCP Project),Jakarta Indonesia**

**Job Description ;**

* Monitoring daily progress report day per day
* Communication and Coordination with team SITAC
* approaches to solve the problems that occur on the site
* Coordination and Permit to community,Lurah,Camat
* Coordination and info to team CME if the site clear issue and ready to installation By CME
* Feb 2016 - 2017- PT. Sarana Utama Karya

**Position : Project Control**

**Job Description :**

* Managing daily progress report
* Coordination with team Area
* Coordination with Client
* Reporting the Progress to Director

|  |
| --- |
| ***Education*** |

1999 - 2004 : University of KristenIndonesia (UKI), Faculty of Law, JakartaPusat. GPA 3.01

1997 - 1999 : Senior High School, Paskalis-Jakarta, Graduated

1994 - 1997 : Junior High School, Indonesia, Graduated

|  |
| --- |
| ***Summary Qualification*** |

Familiar with Microsoft Office (Ms.Word and Ms.Excel)

* Excellent public relation and customer service skill
* Able to work effectively, independently or in a team
* Good personality, Easy to adapt, Self-confident

Able to work in any circumstances

* Internet,email,etc.